



Please complete in typescript,
or in bold black capitals.
CHFP041

288a

APPOINTMENT of director or secretary (NOT for resignation (use Form 288b) or change of particulars (use Form 288c))

Company Number

Company Name in full

Appointment Form

Notes on completion
appear on reverse.

Date of appointment Day Month Year † Date of Birth Day Month Year

Appointment as director ☒ as secretary ☐ Please mark the appropriate box. If appointment is as a director and secretary mark both boxes.

NAME *Style / Title *Honours etc.

Forename(s)

Surname

Previous Forename(s) Previous Surname(s)

Usual residential address

Post town Postcode

County / Region Country

† Nationality † Business occupation

† Other directorships (additional space overleaf)

I consent to act as †† director / ~~secretary~~ of the above named company

Consent signature Date

*Voluntary details.

† Directors only.

†† Please delete as appropriate.

A director, secretary etc must sign the form below.

Signed Date

(†† director/secretary/administrator/administrative receiver/receiver manager/receiver)

Please give the name, address, telephone number, and if available, a DX number and Exchange, of the person Companies House should contact if there is any query.

Tel
DX number DX exchange



When you have completed and signed the form please send it to the Registrar of Companies at:
Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff
for companies registered in England and Wales or
Companies House, 37 Castle Terrace, Edinburgh, EH1 2EB
for companies registered in Scotland **DX 235 Edinburgh**

Company Number

†Directors only.

†Other directorships

NOTES

Show the full forenames. NOT INITIALS. If the director or secretary is a Corporation or Scottish firm, show the name on surname line and registered or principal office on the usual residential line.

Give previous forenames or surname except:

- for a married woman the name by which she was known before marriage need not be given.
- for names not used since the age of 18 or for at least 20 years.

A peer or individual known by a title may state the title instead of or in addition to the forenames and surname, and need not give the name by which that person was known before he or she adopted the title or succeeded to it.

Other directorships.

Give the name of every company incorporated in Great Britain of which the person concerned is a director or has been a director at any time in the past five years.

You may exclude a company which either is, or at all times during the past five years when the person concerned was a director, was

- dormant
- a parent company which wholly owned the company making the return, or
- another wholly owned subsidiary of the same parent company.